

# *SCHOOL OF NURSING*



1780 E University Ave,  
Las Cruces,  
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## **BSN Program**

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# **Bachelor of Science in Nursing (BSN) Program Student Handbook**

2023-2024 Academic Year

## **School of Nursing**

College of Health, Education, and Social Transformation  
(College of HEST)

New Mexico State University

Information in this handbook is subject to change without notice.

The handbook is updated and available to all BSN students prior to the start of each academic year. Changes that occur during the academic year are communicated to students via NMSU email.

Handbook revision updated 1/05/2024

## BSN Program Student Handbook Revision History

Revision Date	Actions
April 14, 2022	<p>Additions:</p> <ul style="list-style-type: none"><li>• COVID vaccines</li><li>• Mask requirements</li><li>• Photo/video release requirement and Form</li><li>• BSN acknowledgement form</li></ul>
January 5, 2024	<p>Deletions:</p> <ul style="list-style-type: none"><li>• COVID vaccines</li><li>• Mask requirements</li></ul> <p>Additions:</p> <ul style="list-style-type: none"><li>• HESI Exam and HESI progression plan requirements</li><li>• Program dismissal appeals policy and procedures</li><li>• Use of AI in courses</li><li>• Testing policies and procedures</li><li>• Civility and Incivility Policy</li></ul> <p>Updates:</p> <ul style="list-style-type: none"><li>• Clinical clearance requirements</li><li>• General attendance policy</li><li>• Disability Access Services</li></ul>

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## FOREWORD

Welcome to the School of Nursing in the College of Health, Education, and Social Transformation (HEST) at New Mexico State University (NMSU). Our goal is to help you achieve your goal of becoming a registered nurse (RN) and find personal satisfaction in your studies.

This student handbook contains policies and procedures, and should be used in conjunction with the [NMSU Student Handbook](#) and the [Undergraduate Catalog](#). The information provided in this handbook is to assist students with academic program planning for the purpose of successfully meeting the School of Nursing. Students are expected to know and follow the requirements described in this handbook. The handbook is subject to updates and changes will be communicated to students via their NMSU email address.

The Student Handbook Acknowledgement Form must be signed each Academic Year, acknowledging that you have read the most recent version of the handbook in its entirety. The acknowledgment form is signed in project Concert prior to the start of Level 1 in the nursing program (Fall, Summer, or Spring semesters) and annually at the start of Fall Semester throughout the remainder of the program.

Students can consult with the Associate Director for the Undergraduate Program if further information is needed. We are here to help you attain your goals.

## **SCHOOL OF NURSING MISSION STATEMENT**

The mission of the NMSU School of Nursing is to promote health and improve the quality of life in the people of New Mexico through education, research, practice, and public service, recognizing the state's multicultural heritage and dynamic border environment. The mission of the School of Nursing reflects a commitment to the land-grant mission of the university and the standards of professional nursing practice by demonstrating excellence in nursing education, research, practice, and public service.

The primary responsibility of the School of Nursing is to provide the highest quality professional nursing education including preparation for practice at the Bachelor's, and Master's and doctoral levels. The intent reflects a commitment to the attainment of excellence in practice by designing innovative and challenging educational experiences valuing diversity, providing evidence-based nursing care, and fostering lifelong learning for the professional nurse in a multicultural society.

## **ACCREDITATION**

New Mexico State University is accredited by the Higher Learning Commission. The last comprehensive visit was in 2016-17 resulting in a recommendation of a ten-year review to be conducted in 2027-2028.

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at New Mexico State University are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. The last comprehensive visit was in 2019 resulting in a recommendation of a ten-year review to be conducted in 2029.

The NMSU School of Nursing's BSN degree program is approved by the New Mexico Board of Nursing. Approval by the New Mexico Board of Nursing is required for graduates to be eligible for the National Council Licensing Examination for licensure as a registered nurse (NCLEX-RN®).

## SCHOOL OF NURSING COMMITMENTS

1. Provide a rigorous education to support a comprehensive core of knowledge and professional skills for students at baccalaureate and graduate levels that prepares them for professional practice roles.
2. Offer students educational opportunities that enable them to function in emerging nursing roles in health care including those in practice, leadership, management, and health promotion.
3. Recruit and retain students and faculty from diverse racial, ethnic, and cultural backgrounds.
4. Provide educational experiences that acknowledge, support and advance health care for vulnerable and disparate populations.
5. Promote, participate, and collaborate in scientific inquiry, clinical reasoning and judgment, research utilization, and evidence-based practice related to issues in health and nursing care.
6. Demonstrate leadership in identifying and addressing a range of health care issues in the local, regional, national, and global community.
7. Demonstrate and promote responsibility, safety, and accountability in nursing education, research, outreach, and practice.
8. Achieve competence in the use of technological and communication resources related to health care and the professional role.
9. Promote the highest ethical standards at all levels of nursing education, research, outreach, and practice.



## **BSN DEGREE PROGRAM OVERVIEW**

The Bachelor of Science in Nursing (BSN) degree is a 4-year, 124-125 credit hour program that prepares graduates to become registered nurses. Successful graduates of the BSN program are eligible to take the National Council of State Boards of Nursing Exam for licensure as a registered nurse (NCLEX-RN®). The NMSU School of Nursing is a full member of the [New Mexico Nursing Education Consortium](#) (NMNEC) and follows the NMNEC common statewide curriculum for the BSN degree.

The School of Nursing offers the BSN degree through the NMSU Main Campus in Las Cruces and has undergraduate student cohorts in Las Cruces and at the NMSU-Alamogordo campus and the NMSU-Grants campus. BSN students in Las Cruces, Alamogordo and Grants cohorts receive classroom instruction via videoconferencing and clinical experiences in their respective communities. The School of Nursing faculty provide didactic and clinical instruction to students at each location.

### **TRADITIONAL BSN OPTION**

The traditional BSN path is designed for incoming Freshmen or students without a prior Bachelor's degree. Traditional BSN students, entering as freshmen, can expect to complete at least three semesters of pre-requisite courses prior to starting the five (5) semester nursing program. Students are identified as 'pre-nursing' until they are officially admitted to the BSN program. Pre-nursing students complete all the required general education and nursing pre-requisite courses first and can apply to the five-semester BSN program when they are in the last semester of pre-requisite courses. Admission to the traditional cohort at the Las Cruces campus occurs for Fall and Spring Semesters. Admission to the traditional cohorts at NMSU – Alamogordo and NMSU-Grants occurs for the Fall semester only.

### **SECOND DEGREE BSN OPTIONS**

The School of Nursing offers two options that provide alternative entry into the BSN program for students with a minimum of a Bachelor's degree in a field other than nursing. The pre-requisites for the second-degree options are different than those required for the traditional BSN path, because students have earned a prior Bachelor's degree. The Road Runner option is an accelerated progression track that begins in the summer semester and can be completed in five consecutive semesters. The Pathways option is a traditional progression track that starts in the Fall or Spring semester and does not include summer enrollment.

## **BSN EXPECTED PROGRAM OUTCOMES**

The NMSU School of Nursing follows the [New Mexico Nursing Education Consortium](#) (NMNEC) curriculum for the BSN degree. BSN program outcomes are mapped to each course objective in the BSN degree plan. The following program objectives were adopted with the NMNEC curriculum as the NMSU BSN expected program outcomes. NMNEC graduate outcomes with learning objectives for each level in the BSN program can be found on subsequent pages.

The learner will:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
3. Deliver nursing care that is evidence-based.
4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
5. Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.

## **BSN DEGREE PLAN**

The Bachelor of Science Nursing (BSN) is a four-year, 124-125 credit hour degree program. To earn the BSN degree, students complete 3-4 semesters of nursing pre-requisite courses, then apply to the BSN program. Once accepted to the BSN program, students complete an additional 5 semesters of didactic and clinical courses.

The NMSU School of Nursing follows the NMNEC common statewide curriculum for the BSN degree. The current degree plan for nursing pre-requisite courses and nursing course can be found on the School of Nursing's website at <https://schoolofnursing.nmsu.edu/nursing/son-pages/bsn-program.html>.

## NMNEC Graduate Outcomes with Level Objectives

NMNEC Graduate Outcomes with Level Objectives						
NMNEC EPSLOs	Level One SLOs (Principles)	Level Two SLOs (Wellness)	Level Three SLOs (Chronic)	Level Four SLOs (Acute)	Level Five SLOs (Complex)	
Upon successful completion of the NMNEC Program, the student will:	Upon successful completion of Level 1, the student will:	Upon successful completion of Level 2, the student will:	Upon successful completion of Level 3, the student will:	Upon successful completion of Level 4, the student will:	Upon successful completion of Level 5, the student will:	
1	Engage in <b>professional nursing practice</b> that is patient-centered and culturally appropriate for individuals, families, and communities.	Recognize their own values, beliefs, and attitudes related to health and wellness.	Recognize and assess diverse patients' values, beliefs, and attitudes related to health.	Incorporate diverse patient values, beliefs, and attitudes into plan of care for patients with chronic illness.	Integrate diverse patient values, beliefs, and attitudes into plan of care for patients with acute illness.	Engage in <b>professional nursing practice</b> that is patient-centered and culturally appropriate for individuals, families, and communities.
2	Integrate principles of quality improvement and <b>safety</b> into nursing practice within healthcare organizations and systems.	Recognize and identify safety issues and risks.	Apply safety measures to well patient populations.	Identify and interpret factors for improvement in safety and nursing practice.	Interpret and analyze factors and system contributions that impact the quality and safety of nursing practice.	Integrate principles of quality improvement and <b>safety</b> into nursing practice within healthcare organizations and systems.
3	Deliver nursing care that is <b>evidence-based</b> across the lifespan.	Introduce an evidence-based approach to their professional nursing practice across the lifespan.	Implement evidence-based practices in care of well populations across the lifespan.	Utilize an evidence-based practice approach to the delivery and evaluation of nursing care to chronically ill patients across the lifespan.	Integrate an evidence-based approach in the delivery and evaluation of nursing care to acutely ill patients across the lifespan.	Deliver nursing care that is <b>evidence-based</b> across the lifespan.



Key: EPSLOs = End of Program Student Learning Outcomes SLO = Student Learning Outcomes
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4	Demonstrate <b>leadership</b> behaviors through the application of policies that apply to healthcare delivery.	Identify policies and procedures application to nursing practice in the healthcare delivery system.	Adhere to policies and procedures in healthcare delivery settings.	Utilize policies and procedures within the healthcare setting.	Evaluate the use of policies and procedures within the acute care setting.	Demonstrate <b>leadership</b> behaviors through the application of policies that apply to healthcare delivery.
5	Engage in effective <b>interprofessional collaboration</b> in the delivery of healthcare for quality patient outcomes.	Communicate to identify roles and values of the healthcare team.	Communicates with other healthcare providers to meet the needs of well patients.	Participate as a member of the healthcare team in the delivery of care.	Effectively collaborate with the healthcare team in the delivery of patient care.	Engage in effective <b>interprofessional collaboration</b> in the delivery of healthcare for quality patient outcomes.
6	Utilize <b>technologies</b> for the management of information and in the delivery of patient care.	Access information and apply to patient scenarios.	Utilize informatics for well patient care.	Utilize appropriate technology for the delivery of nursing care to chronically ill patients.	Integrate use of appropriate technology for the delivery of nursing care to acutely ill patients.	Utilize <b>technologies</b> for the management of information and in the delivery of patient care.

09.20.2018 Reviewed and endorsed by the NMNEC Curriculum Committee.

## GENERAL SCHOOL OF NURSING INFORMATION

### BSN PROGRAM ADMINISTRATION

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NMSU – Alamogordo Cohort Coordinator

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## BSN PROGRAM STAFF

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# BSN PROGRAM ADMISSION POLICIES AND PROCEDURES

## ADVISING

### Pre-Nursing Students

Pre-nursing advising for NMSU Las Cruces campus students is conducted by the [NMSU Center for Academic Advising and Student Success](#) (Educational Services Center - Suite 200, [advising@nmsu.edu](mailto:advising@nmsu.edu), 575-646-2941).

Pre-nursing advising for students taking courses at NMSU-Alamogordo students is conducted by the [NMSU-A Academic Advising Office](#) ([advisingNMSUA@nmsu.edu](mailto:advisingNMSUA@nmsu.edu), 575-439-3600) in consultation with the NMSU BSN Academic Advisors.

Pre-nursing advising for students taking course at NMSU-Grants is conducted by the [NMSU-Grants Academic Advising Office](#) in consultation with the NMSU BSN Academic Advisors.

Note: The Lead BSN Academic Advisor from the NMSU Las Cruces campus visits the NMSU-Alamogordo and NMSU-Grants campuses at least once a semester to hold individual pre-nursing advising appointments with pre-nursing students. Pre-nursing students can also contact the NMSU BSN academic advisors in Las Cruces by phone or set up an appointment to meet by Zoom ([nursing@nmsu.edu](mailto:nursing@nmsu.edu), 575-646-3812).

Pre-nursing students should contact the academic advisor at their respective campuses for information related to degree plans, course advisement, and credit transfer from other institutions.

Pre-nursing students will be notified by the BSN academic advisors from the School of Nursing Advising Center via NMSU email when they are eligible to apply to the nursing program and will be provided additional details related to the application process.

### BSN Students

Once a student begins the application process for the BSN program, academic advising will take place with the [SON Advising Center](#) ([nursing@nmsu.edu](mailto:nursing@nmsu.edu), 575-646-3812).

Students admitted to the nursing program are advised by the SON BSN Academic Advisors throughout their time in the BSN program.

## BSN PROGRAM APPLICATION POLICIES

The NMSU SON follows the NMNEC admission policies for BSN programs. To be considered for acceptance into the NMSU BSN program, NMSU students must be in good standing and transfer students must meet the minimum admission requirements for the university.

In addition, the applicant must:

1. submit a completed application and the required academic records through Project Concept, the NMSU School of Nursing's student management system, by the posted deadline;
2. successfully complete all pre-requisite courses before the beginning of the semester admitted to the nursing program;
3. take the required Human Pathophysiology course prior to the start of the nursing program or take it simultaneously with Level 1 in the BSN program;

The following conditions apply to taking the pathophysiology course prior to entering the BSN program:

- Students choosing to take the Human Pathophysiology course prior to the start of the NMSU BSN program can take NURS 3110 at NMSU or an equivalent 4-6 credit course at another institution. In either case, the student must complete the course with a grade of C or higher before the start of the nursing program.
  - Students choosing to take the Human Pathophysiology course simultaneously with Level 1 nursing courses must take NURS 3110 at NMSU. The student must complete the course with a grade of C or higher, or the grade will count as a nursing course failure in relation to the BSN program dismissal policy.
4. Achieve a grade of 'C-' or higher in all nursing pre-requisite and general education courses. Students are allowed to repeat a course one time for grade replacement, however, all repeated courses beyond the first will be averaged.
  5. Achieve a 2.75 grade point average or higher in the required nursing pre-requisite courses (see NMSU BSN Program degree plan at <https://schoolofnursing.nmsu.edu/bsn/>).
  6. Achieve a score of 75% or greater in all required categories (Math, Biology, Chemistry, English) on the HESI Admission Assessment (A2) Exam.



Admission to the BSN program is a competitive process and is based on ranked admission scores. The pre-requisite GPA and HESI A2 scores of accepted students are generally higher than the required minimums.

The NMSU BSN Program Admission Score is calculated as follows:

BSN Program Pre-requisite Course GPA	40%
HESI A2 Admission Assessment Score	50%
New Mexico residents, military students, 135 Mile Out-of-State Tuition Discount Texas resident	2%
Four (4) or more pre-requisite course taken at NMSU	3%
Admission Essay Score	5%

Additional HESI Admission Assessment (A2) Exam Policies:

- Applicants registered in the last semester of pre-requisite courses should contact the School of Nursing Advising Office at [nursing@nmsu.edu](mailto:nursing@nmsu.edu) to confirm their eligibility to apply, and to request a BSN program application and instructions for taking the HESI A2 exam.
- Applicants must use the NMSU School of Nursing HESI A2 exam codes. Please note that the NMSU BSN program does not require all sections of the HESI A2.
- Applicants will take a new version of the HESI A2 exam at each attempt.
- Scores from previous semesters (i.e., application cycle) will not be considered.
- Students will be allowed two attempts per semester and the higher score from the two exams will be used to calculate a ranking composite score.
- There are no maximum number of attempts.
- Students who qualify to take the HESI A2 exam must take the exam for the NMSU BSN program since other programs may not require all of the sections required for this program.
- The results of the HESI A2 exam must be available to the School of Nursing prior to the application deadline. Students with questions or concerns regarding this requirement should contact the BSN Academic Advisors in the School of Nursing Advising Center at [nursing@nmsu.edu](mailto:nursing@nmsu.edu) or 575-646-3812.

## **BSN PROGRAM ADMISSION POLICIES**

1. Candidates selected for admission are required to upload their signed acceptance letter to Project Concert by the stated deadline to secure their spot in the cohort. Acceptance will initiate a process for sending program information via NMSU email address to students as they prepare for the start of the program.
2. Incoming Level 1 students are expected to attend a scheduled BSN Program Orientation online approximately one week prior to the start of the semester. Additionally, Level 1 students may have an in-person Clinical Orientation the day prior to the start of classes.
3. BSN students are required to meet all clinical clearance requirements (including criminal background check and toxicology screen). The introductory program letters sent to students who have uploaded their acceptance document will include the details. Students who cannot meet the clinical clearance requirements will meet with the Clinical Placement and Compliance Coordinator in consultation with the Associate Director for the Undergraduate Program. Inability to complete the requirements may result in disenrollment from nursing courses and dismissal from the program.
4. Applicants who decline admission for any reason are expected to re-apply to the program. Students seeking an exception to this policy should refer their requests to the Associate Director for the Undergraduate Program.

## **TRANSFER POLICIES**

The NMSU SON is willing to consider the transfer of students who have already started a BSN curriculum at another school. Transfer students must meet all the admission requirements for the NMSU BSN program. The transferring student is required to submit an application with supporting documents (see below) to the SON Academic Advisors to begin the evaluation process. A review of the submitted materials by a BSN academic advisor and the Associate Director for the Undergraduate Program will be conducted for the purpose of determining possible placement in the NMSU BSN program.

It is the intent of the program that a prospective student with previous baccalaureate nursing program course work (including clinical experiences) be placed in the program at a level as near as possible to the level of the previous academic experience. Courses that were taken more than two years prior to seeking the transfer may not be accepted. If a student's transfer into the BSN program is accepted, the student will need to complete their application to NMSU and all NMSU requirements for the granting the Bachelor of Science in Nursing degree will apply.

## **Supporting Documents**

The initial supporting documents include unofficial transcripts from all schools where courses were taken. Other documents that may be requested are course syllabi, standardized examinations reports that include content and scores, skills performance checklists, and any other documents that the BSN program administrators deem necessary for a comprehensive review of a student's status. The SON may use standardized nursing content exams (i.e., HESI progression exams) to verify content mastery. In addition, a student transferring from another nursing program is required to provide a letter from the program director at the previous school indicating that the student is in good standing and is eligible to return to that program.

## **Admission Criteria for Transfer Students**

1. Successfully complete all NMSU nursing pre-requisite courses with a grade of 'C-' or better before the beginning of the semester admitted to the nursing program.
2. Have a minimum of a C- grade in all previous BSN courses.
3. Have a minimum of a 2.75 grade point average in the previous BSN program.
4. Earn a score of 75% or greater in all required categories on the HESI Admission Assessment (A2). Other entrance exams such as the ATI TEAS or Kaplan are not accepted.

## **Admission Decisions**

The Associate Director for the Undergraduate Program with input from the Admission and Progression sub-committee will determine whether to accept the transfer and recommend placement in the NMSU BSN program (i.e., courses transferred or waived, courses that need to be repeated, and the recommended Level for transfer). This applies to didactic and clinical courses.

Students who have received a "D" or "F" grade in one nursing course at other nursing programs may be considered for transfer. This grade will count as the student's first failure in the NMSU BSN program. Students who have received a "D" or "F" grade in two or more nursing courses at other nursing programs are not eligible for immediate transfer. Please refer to the NMNEC reapplication policy for additional information.

# BSN PROGRAM ACADEMIC POLICIES AND PROCEDURES

## REGISTRATION

The University offers online registration and students are encouraged to register themselves through MyNMSU. Students in the nursing program can request assistance with registration for nursing courses from the BSN Academic Advisors. The BSN Academic Advisors can make also changes to students' registration as necessary.

## GRADING SCALE AND GRADE REQUIREMENTS

Evaluation is a critical, continuous process that is an integral component of the BSN Program. The faculty perceives the process of grading as a "two-way street" by which students are afforded input on their progress by the faculty and the students, in turn, offer input relative to the school and program.

Course exams, graded assignments, and clinical evaluations are mechanisms to provide feedback to students about their progress in the curriculum. Students can seek feedback by contacting their respective faculty about their course work.

The faculty solicits students' constructive suggestions and recommendations for improvement and development. A variety of mechanisms exists to facilitate the evaluation process; for example, during the last week of each nursing course, students are asked to evaluate the course and the professor's clinical and classroom performance via Canvas.

### BSN Program Grading Scale

The NMNEC Grading Scale used by the NMSU BSN program is as follows:

A	=	92 - 100
B	=	84 - 91
C	=	77 - 83
D	=	67 - 76 (failing)
F	=	below 67 (failing)

Students must earn a grade of "C" or higher in all BSN courses. Students must achieve a written exam average of 77% or higher to pass didactic nursing (i.e., non-clinical) courses in the BSN program, independent of scores earned in other areas of the grading rubric. If the exam average (i.e., overall exam performance) calculated in Canvas is below 77%, then the overall course grade entered into the university's official grade system (Banner) will be determined by that exam average.

Computation of grades is outlined in each course syllabus with specific information about how course grades are calculated. There will be no extra credit assignments to improve any grade and the practice of “curving” is not used for determining grades in nursing courses. Final course grades are the only grades that are rounded to the nearest whole number. For the purpose of assigning letter grades, the School of Nursing BSN program uses standard rounding conventions (e.g., 76.5 is rounded to 77 and 76.4 is rounded to 76.) The School of Nursing does not assign + or – to the final letter grades entered into the Banner system.

## **ACADEMIC MISCONDUCT**

Any student work submitted in a nursing course (e.g., written assignments, papers, projects, exams, quizzes, etc.) must be the result of each student’s individual work and effort unless otherwise specified by the course faculty. Individual course requirements are outlined in the course syllabi. Students must use the current edition of the Publication Manual of the American Psychological Association (APA) as a guide to scholarly work. Students may be referred to the NMSU Writing Center <https://towc.nmsu.edu/> for assistance with written assignments.

Students are responsible for adhering to the policies and procedures related to academic integrity found in NMSU Catalog and NMSU Student Handbook. For further information you may refer to the NMSU Student Handbook, specifically the [Student Academic Code of Conduct-Academic Integrity \(Policy 5.10\)](#). The School of Nursing follows the university’s [Procedures to Respond to Allegations of Student Academic Misconduct \(Policy 5.11\)](#), including guidelines for sanctions.

### **Cheating**

Cheating is obtaining something by dishonest or deceitful means. Examples of cheating include copying work from another student, working with one or more students on an individual assignment and submitting it as individual work, copying from other students during individual testing, using electronic devices or other means to obtain information during testing, etc. It is the student’s responsibility to authenticate any assignment submitted to an instructor when necessary. If asked, students must be able to produce proof that the assignment submitted is their own work. Therefore, it is recommended that students keep copies of all drafts of their work, make photocopies of research materials, keep logs or journals of work on assignments and papers, etc.

## **Plagiarism**

Plagiarism is the deliberate act of taking the writings and/or ideas of another and representing them as one's own. The direct lifting of a passage or ideas from another book or periodical and including it in a paper as if it were the student's own work without using quotation marks and without proper referencing is the most blatant form of plagiarism. Paraphrasing can be another form of plagiarizing. Essentially, paraphrasing involves taking a passage from another book or periodical and changing some of the words, altering the phrasing but not the meaning. Any time material is paraphrased, it should be indicated with a citation and reference identifying the source. Please refer to the policies in the [NMSU Student Code of Conduct](#) for more information on plagiarism. It is recommended that students not share electronic files of their work or provide printed copies to others as this makes individual work available to other to copy and submit without the student's knowledge.

### **Disciplinary Action for Academic Misconduct**

Cheating or plagiarism on assignments and other types of submitted student work are not acceptable as scholastic work and may, at the very least, result in a zero for submitted work. The SON follows the university's definitions and policies in the [NMSU Student Code of Conduct](#). All incidences of plagiarism and other forms of academic misconduct (e.g., cheating, misrepresentation, etc.) identified by faculty or administrators will be reported to the NMSU Academic Conduct Officer who will provide guidance on consequences and sanctions.

## **USE ARTIFICIAL INTELLIGENCE (AI) IN COURSES**

The use of AI in education offers numerous advantages, including enhanced personalization, efficiency and automation, data-driven insights, and increased accessibility and inclusivity. However, along with these potential benefits, we must also recognize and address several concerns including ethical considerations, dependency and over-reliance, and equity and access. Per university policy, faculty may select one of the following options for the use of AI in NMSU courses.

Option 1 - Use of AI tools is permitted in this course for students who wish to use them.

Students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your references list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Option 2 - Use of Generative AI Permitted Under Some Circumstances or with Explicit Permission

During this class, we may use AI Writing tools. You will be informed as to when, where, and how these tools are permitted to be used, along with guidance for attribution. It is important to note that if AI tools are permitted to be used for an assignment, they should be used with caution and proper citation.

### Option 3 - No Use of Generative AI Permitted

This course assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any substantive portion of an assignment for them, which includes hiring a person or a company to write assignments and using AI tools.

Learn how to cite material generated by an artificial intelligence app like ChatGPT, Dall-E, or others from the [NMSU Library](#).

### **INCOMPLETE GRADES**

The letter grade of I (Incomplete) is assigned for passable work that could not be completed due to circumstances beyond the student's control that develop after the last day to withdraw from the course. In no case is an I grade to be used to avoid the assigning of D, F, or U grades for failing work. The School of Nursing follows the [NMSU policy for Incomplete "I" grades](#). When completing the work for an I grade, work previously submitted and graded cannot be redone for a grade. "I" grades must be completed before a student may progress to the next semester in the undergraduate program. The academic plan will be discussed with the student and put in writing by the Associate Director for the Undergraduate Program. The student will sign the document, indicating agreement. The student will retain a copy of the document and one will be filed in the student's electronic file. Any proposed changes to the written plan will require a meeting with the student, faculty and the Associate Director for the Undergraduate Program. Any new plan will also be put in writing and follow the same steps as outlined above. NMSU requires documentation from the student and the faculty when an I grade is assigned and when the I grade is changed to a letter grade.

## **SEQUENCE OF NURSING COURSES**

The BSN curriculum/degree plan follows a specific sequence of nursing courses. Each of the didactic and clinical nursing courses can accommodate only a certain number of students. Students who are following their assigned degree plan at the semester of admission are assured of a place in that cohort as it progresses through the curriculum.

In some circumstances, students may not be able to complete the curriculum plan as designed. Students who deviate from the degree plan for the cohort to which they were originally admitted (i.e., taking a break from the program or are unable to finish coursework in that semester) must understand that there may not be space for them in a specific nursing didactic/clinical course at a later date when they are ready to enroll.

## **ACADEMIC PROGRESSION**

Progression of a student within the BSN Program is based on the following policies:

1. The BSN student must remain in "good standing" with NMSU, maintaining a cumulative grade point average (GPA) in accordance with scholastic standing policies outlined in the current NMSU Undergraduate Catalog. Any nursing student who is placed on academic probation by NMSU must petition the BSN Admission and Progression Sub-committee for permission to continue to enroll in nursing courses while improving their GPA.
2. All nursing courses and the required nursing elective and Viewing the Wider World (VWW) courses in the BSN degree plan must be taken for a grade. Other non-nursing courses may be taken S/U following NMSU policies.
3. Students must achieve an exam average of at least 77% in order to pass didactic (i.e., non-clinical courses) in the BSN program, independent of scores earned in other areas of the course rubric.
4. Students must earn a grade of "C" or higher in required course work leading to the BSN degree (this includes General Education courses).
5. BSN students must satisfactorily complete all courses, standardized exams and HESI Progression Plan requirements in a given level prior to progressing to the next level.



## STUDENT POLICIES & PROCEDURES FOR COMPUTER-BASED TESTING

Students must demonstrate honesty and integrity before, during, and after the exam to ensure students have efficient, fair, and positive experiences on exam days. All students must be in their assigned seats with testing devices fully charged and turned on, with the Exemplify app set up and ready by the designated exam start time. The exam download will be available 24 hours before the exam starts. By taking exams in the NMSU BSN program students agree to this policy and its related procedures.

The following are testing procedures and protocols that BSN students must adhere to:

1. The student will come to the assigned testing room prepared with the exam file downloaded to their testing device (laptop/testing device). Students should have a pen or pencil. Student should enter the testing room quietly, should proceed to a seat indicated by the proctor, and will not be permitted to wear hats, jackets with hoods, or sunglasses.
2. All personal belongings must be placed in the instructor-designated area before the start of the exam. All electronic devices must be turned OFF. A pen or pencil is required and a clear water container with no label will be permitted. Nothing else, including food or drinks other than water in a clear unlabeled container, will be allowed on the student's desks or around them. If a calculator is needed for the exam, the student will use the one provided in ExamSoft.
3. Phones and watches of any kind are strictly prohibited. If a student is discovered with either, the student may receive a zero for that exam.
4. One blank sheet of paper will be provided to each student at the beginning of class. Students MUST put their name and date on the paper and turn it in, whether used or not when they show the proctor their GREEN "Congratulations/Confirmation" screen. Failure to turn in the sheet may result in a zero for that exam. No other notes or papers will be allowed during exam time. Students are not to write on the scratch paper until after the exam starts.
5. Students must ensure that their cases/attachments for their testing device contain no notes or materials of any kind during assessments. Possession of these materials during the exam may result in a zero for that exam, even if the student had no intention of using them.

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6. As the exam begins, the students must close out all other apps, launch the Exemplify app, navigate to the "Password" screen, and wait for instruction from the proctor. The proctor will then provide the exam password.
7. If a student is late, the exam will end at the original exam end time. No extra time will be given, and the exam must be uploaded before the deadline.
8. The student MUST show the exam proctor the GREEN "Congratulations/Confirmation" screen, signifying a successful exam upload, before exiting the room. Successful upload of the exam is the student's responsibility.
9. Students cannot leave room during exam time. A student may be escorted out with a proctor if an emergency arises. Extra time for the exam will not be given.
10. Students who fail to demonstrate honesty and integrity before, during, or after an exam will be held to the consequences or penalties listed in the NMSU Student Code of Conduct and may receive a zero for the exam.
11. Each student is responsible for resolving technical issues through ExamSoft support service at: Support@examsoft.com or (866) 429-8889 before the exam. If a student downloads an exam and the testing device malfunctions before exam time, it is the student's responsibility to obtain an alternate testing device and notify the instructor to request a second download of the exam. Any exam malfunctions must be reported to the instructor/proctor. A simple restart of the testing device usually resolves most glitches. No paper exams will be administered.

## **ATTENDANCE POLICY**

The BSN program follows the NMSU [ARP 4.46 Section D](#) policy on student absences. Absence is defined as "excused" when the student personally notifies the instructor prior to the absence (notification method is at the discretion of the faculty). In general, excused absences based on extenuating circumstances include, but are not limited to, personal illness, family death, unexpected life emergencies. Other examples of predictable excused absences such as military service and university-approved accommodations are listed in [ARP 4.46 Section D](#).

The determination of what constitutes an excused absence is at the discretion of the assigned faculty member. Documentation supporting the excused absence must be presented to the faculty member for inspection, who will record the excused absence and return the documentation to the student.

## STANDARDIZED TESTING IN THE BSN CURRICULUM

Students are required to take standardized tests as part of the BSN program coursework. The purpose of the Level HESI exams is to assess student learning and tailor NCLEX preparation.

### Level HESI Exams

- Students in Levels 1-4 must complete a Level HESI exam during the designated Final Exam period at the end of each of those levels, regardless of the number of courses taken.
- The score of the Level HESI exam will count for 5% of the final grade in each NMNEC course a student is enrolled in. Individual course syllabi will provide details about how the exams are scored.
- In Level 5, students will take the HESI Exit Exam, which has specific criteria outlined in this handbook under “HESI Exit Exam”.

### HESI Progression Plan

- Students in Levels 2-5 must complete required assignments as part of the HESI Progression Plan each semester.
- The final scores of the HESI Progression Plan assignments will count for 5% of the final grade in NMNC 3210 Health and Illness I, NMNC 4310 Health and Illness II, NMNC 4410 Health and Illness III, and NMNC 4510 Concept Synthesis in Levels 2-5.
- Students in Levels 4 and 5 may not begin NMNC 4445 Clinical Intensive II or NMNC 4545 Capstone if their required HESI Progression Plan assignment is not up to date. “Up to date” refers to completion of required assignments by the due dates.
- Students failing to complete their required HESI Progression Plan assignment will not progress to the next level of the BSN Program, including completion of the Level 5 BSN course requirements leading to graduation.

### HESI Exit Exam

- Students in Level 5 must complete at least one HESI Exit Exam.
- Additionally, students must achieve a HESI Exit Exam score of 850 or higher to successfully complete NMNEC 4510 Concept Synthesis.
- The first attempt for the HESI Exit Exam will be in Week 11 of the Level 5 semester.
- Students who successfully achieve a score of 850 or higher on the first attempt have the option of using the second attempt to earn a higher Exit HESI Exam score.

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- Students who do not achieve a score of 850 or higher on the first attempt are required to complete weekly HESI coaching sessions with a designated SON faculty member prior to attempting a second HESI Exit Exam. The second attempt will occur during Final Exam period of that semester.
- This HESI Exit Exam score will count for 5% of the final course grade in all Level 5 NMNEC courses. Individual course syllabi will provide details about how the exams are scored. The higher of the first two scores will be used for grade calculation in each of the Level 5 NMNC courses, except NMNC 4510 Concept Synthesis (see below). In NMNC 4510, the HESI Exit Exam score is graded complete (= 5%) or incomplete (= 0%).
- Students will have 2 attempts to achieve a score of 850 or higher on the HESI Exit Exam paid for by the SON.
- For students who do not achieve a score of 850 or higher after two attempts on the HESI Exit Exam but are otherwise passing 4510 with an exam average of 77% or higher, the course grade for NMNC 4510 Concept Synthesis will be recorded as Incomplete (I). For the purposes of completing the NMNC 4510 - Concept Synthesis course, the student is expected to continue beyond the end of the semester with their own remediation efforts and test attempts guided by faculty in the School of Nursing.
- Students will have up to six (6) attempts to successfully complete the HESI Exit Exam with a score of 850 or higher within a 12-month period. The last 4 attempts are paid for by the student.
- In NMNC 4510 Concept Synthesis, if the student achieves a score of 850 or higher on any of their 6 attempts then they will receive a grade of 'complete' (= 5%) and their final grade will be calculated. Grades in other NMNC level 5 courses will not be adjusted based on the HESI Exit Exam score after the semester concludes.
- The time period between HESI Exit Exam attempts will be no less than two (2) weeks and students will be notified of the next scheduled testing date/time by SON personnel. Students are expected to use the time between attempts to prepare for the upcoming exam. If a student is unable to attend the scheduled test date/time, they will need to wait until the next attempt scheduled by the School of Nursing which would be at least two weeks later. No exams will be scheduled when NMSU is closed.
- If the student does not achieve a score of 850 or higher after 6 attempts or 12 months, whichever occurs first, the NMNC 4510 Concept Synthesis course grade will be recorded as "D" for the purpose of GPA calculation.
- If the NMNC 4510 course grade is a "D", due to failure to successfully achieve a score of 850 or higher on the HESI Exit Exam, the student could be eligible to repeat NMNC

4510 depending on prior course grades, in accordance with the BSN Program dismissal policies.

## **DISMISSAL FROM THE BSN PROGRAM**

Dismissal of a student from the BSN program can occur for various reasons:

1. If a student receives a "D," "F" or "W" in two nursing courses. The student may repeat a nursing course one time at NMSU or another institution, only if there is space available. A second "D," "F," or "W" in any nursing course will result in the student's dismissal from the program.
2. Student may fail a clinical course or be dismissed from the program due to unsafe clinical practice or privacy/ethical violations.

The NMSU Undergraduate Catalog also contains policies governing "Scholastic Probation and Suspension" and "Disciplinary Probation and Suspension." In addition, the "Student Code of Conduct" is published in the [NMSU Student Handbook](#).

## **LEAVE OF ABSENCE (LOA) FROM THE BSN PROGRAM**

A student who has successfully completed Level 1 nursing courses can be considered for a Leave of Absence (LOA) from the undergraduate nursing program for two consecutive semesters, based on their admission status (Traditional, Pathways, or Roadrunner), with approval from the Associate Director for the Undergraduate Program. The student is required to communicate their ongoing status to the Associate Director each semester until their return. Return to the BSN program is based on space availability and must be approved by the Associate Director for the Undergraduate Program.

Students who do not return to the NMSU BSN program following an absence of two consecutive semesters will be removed from the undergraduate roster. If a student decides to return at a later time, they must submit a written request to the Admission & Progression Sub-committee. The Sub-committee will review the student request and make recommendations. The Associate Director for the Undergraduate Program will communicate the decision to the student in writing.

Students returning to the undergraduate program after a leave of absence are responsible for obtaining all current textbooks, online resources, clinical clearance requirements and uniforms, particularly if changes have been made in the nursing program during their absence.

## APPEALS AND GRIEVANCES

### Course Grade Appeals

It is recommended that students who wish to question a decision or awarding of a course grade exhaust all informal procedures before enacting the formal appeal process. The informal process begins with discussing the issue/concern with the individual faculty member. If a resolution is not found, the student and faculty member can seek guidance from the course Faculty of Record. Unresolved issues at this level may then be brought to the attention of the SON Associate Director for the Undergraduate Program.

Students who wish to formally appeal a decision or awarding of a grade by a faculty member are advised to follow the Student Academic Grievance Policy outlined in the NMSU Student Handbook (<https://studenthandbook.nmsu.edu/grievance-process/student-academic-grievance-policy/>). Please contact the Associate Director for the Undergraduate Program for assistance with this process.

### Program Dismissal Appeals

The Program Dismissal Appeal Process provides students the opportunity to appeal program dismissal decisions made by the School of Nursing. The School of Nursing follows NMSU policies for Grade Appeals (1) and the NMSU System Academic Regulations (2).

- (1) <https://report.nmsu.edu/decision-tree/undergrad-grade-appeal.html>;  
<https://report.nmsu.edu/decision-tree/graduate-grade-appeal.html> )
- (2) <https://catalogs.nmsu.edu/nmsu/regulations-policies/#text>

Students who are appealing program dismissals must:

1. Complete and sign the Program Dismissal Appeal Form (generally included with dismissal letter and posted in the BSN Virtual Advising Canvas course), then send the appeal form and supporting documents to the attention of the School of Nursing's Program Dismissal Committee within 30 days of receipt of the program dismissal letter. The submitted document package must clearly outline the grounds for appeal and include all pertinent supplementary materials. The completed packet may be delivered to the School of Nursing Advising Office located at the Health and Social Services Building, Suite 110 or a signed PDF copy can be emailed to [nursing@nmsu.edu](mailto:nursing@nmsu.edu).
2. Once received, the appeal packet will be forwarded to the School of Nursing Program Dismissal Appeals Committee chair.

3. Within 5 days business days of the committee chair's receipt, the student will receive notification of the date their appeal will be considered by the Program Dismissal Appeals Committee. Written notice of the hearing is provided to the student at least 5 business days in advance of the scheduled hearing date. At that time the Committee may request additional information from the student or nursing faculty and staff.
4. Hearing Procedures
  - i. The hearing is not open to the public.
  - ii. The student will be brought into the meeting room to provide a presentation, of no more than 30 minutes, with an opportunity for the committee members to ask questions of the student.
  - iii. Although witnesses are not normally required at most hearings, they may be called upon at the discretion of the committee. Witnesses will be dismissed after their testimony.
  - iv. There will be an opportunity for final statements from committee members as well as from the student.
  - v. The student and any non-voting committee members will leave the room for deliberations and vote.
5. After the hearing, the Program Dismissal Appeals Committee will submit their recommendation to the Associate Director who will notify the student of the decision.
6. The student may submit a written appeal of the Program Dismissal Appeals Committee decision to the Director of the School of Nursing within 10 working days of notification of the decision.
7. The student may submit a written appeal of the School of Nursing Director's decision to the Associate Dean for Academics for the College of Health, Education, and Social Transformation within 10 working days of notification of the decision.
8. If the Associate Dean's decision supports the School of Nursing Director's recommendation for dismissal, the student may submit a written appeal to the College of HEST Dean within 10 working days of notification of the decision.
9. The decision of the HEST Dean is final.

## **Non-Academic Grievances**

Any student who believes that they have been treated unjustly by an NMSU process or person may seek redress through the appropriate university process. The School of nursing follows [NMSU's policies and procedures for reporting grievances](#). Students who have a grievance are encouraged to contact the Associate Director for the Undergraduate program or the School of Nursing Director but may file a complaint through the university's reporting systems at <https://report.nmsu.edu>.

## **READMISSIONS**

Readmission to the NMSU BSN program after a leave of absence longer than two semesters in the student's degree plan, voluntary withdrawal from the program, or after program dismissal is based on a review of the student's academic record and available space, specifically in clinical courses. The BSN Admission & Progression sub-committee will review the student's request and supporting documents and make recommendations to the Associate Director for the Undergraduate Program.

Readmission is based on space available in BSN courses. Students who are passing nursing courses at the time of withdrawal or interruption of studies will receive first priority for readmission. Further prioritization of potential readmission students will be based on cumulative grade point average (GPA). Students will be notified via NMSU email as soon as possible when an opening in the respective semester occurs. Exceptions to any of the above items will be considered on an individual basis by the Associate Director for the Undergraduate Program upon written request of the student.

## **GRADUATION WITH THE BSN DEGREE**

Students who successfully complete their plan of study/degree are eligible for graduation. Students apply for graduation through their [myNMSU](#) account during the [graduation application period](#). Failure to apply for graduation by the University Registrar's deadline will result in delays in degree posting. In some cases, the student may not graduate until the following semester, which can affect their ability to become employed.

All students should perform a STAR Audit through their myNMSU student account at the end of the [Level 4 of the BSN program](#) to confirm their progress in meeting requirements for the nursing degree. Students are encouraged to consult with the BSN Academic Advisors about concerns or questions related to completing their nursing degree.



# CLINICAL POLICIES AND PROCEDURES

## PRECLINICAL DOSAGE CALCULATION EXAM REQUIREMENTS

BSN students are required to maintain and continuously demonstrate competencies in safe medication administration. An essential component of safe medication administration is the ability to demonstrate competency in dosage calculations. Opportunities are provided throughout various levels of the BSN program to meet the competency requirements for dosage calculation, including the preclinical dosage clinical exam in Levels 2 through 5.

### Dosage Calculation Exam Policies

1. Prior to participating in clinical experiences in Levels 2 through 5, BSN students are required to pass a proctored dosage calculations exam with a minimum score of 92%.
2. Students who do not pass the Dosage Calculation Exam with a score of at least 92% will have an opportunity to retake their exam a second time.
3. Students who do not pass on the first attempt will review the exam with the Dosage Calculation Coordinator or faculty designee.
4. Following remediation, a second attempt will be scheduled within one week.
5. If a student fails to pass the dosage exam on the second attempt, the student will meet with the Associate Director of the Undergraduate Program to discuss their progression in the program.
6. Dates for the dosage calculations exams will be provided in student letter sent out at the end of the prior semester.
7. If a student misses the first exam date, the grade will be documented as a zero and the student can attempt a 2<sup>nd</sup> exam at scheduled times.

### Preparation for the Dosage Calculation Exams

1. Dosage Calculation Exam information is updated each semester and is available in the BSN Dosage and Calculation Resources Canvas course.
2. In the Canvas course, each level's Module has references to the required BSN textbook, 'Calculate with Confidence'. This textbook provides instructions, explanation and examples of the dosage calculations required for each level, with practice calculations at the end of each chapter.
3. The Canvas course also has dosage calculation rules and guidelines, video tutorials and practice quizzes for each level.
4. Students who find math challenging can obtain additional support at the [NMSU Math Tutoring Center](#).

## CLINICAL CLEARANCE REQUIREMENTS

### Project Concert

Project Concert is a secure, university-approved cloud-based system that the School of Nursing uses to store student documents and track individual compliance with clinical clearance requirements. Once clinical clearance documents are uploaded, they are reviewed and locked by the SON staff. Review can take 7-14 days. This link provides step-by-step instructions on how to use Project Concert:

<https://secure.projectconcert.com/nmsu/upload/NMSUStudentInstructions.pdf>

### Clinical Clearance Documentation Process

1. Students will receive an email from Project Concert that will contain the clinical documents needed for a specific Level and predicted clinical sites.
2. Students must fill out documents and upload them into Project Concert by the due date. The entire packet must be completed and an original signature provided where indicated. Students who do not meet these requirements may be removed from an assigned clinical group.

**The student is responsible for all costs associated with clinical clearance requirements (immunizations, labs, x-rays, drug screening tests, and background check).**

It is essential that nurses and student nurses do everything possible to prevent the spreading of communicable diseases to their patients and to the community. For this reason, the School of Nursing and our clinical affiliates have established minimum guidelines for immunization of nurses and other health care workers.

Verification of admission requirements for entering students will begin after the letter of acceptance is received and instructions given to students for clinical clearance.

Students entering the School of Nursing (SON) are asked to submit information related to their routine immunization status and obtain titers and/or update immunizations before full admission to the program. Students must also undergo a background check at the state and national level, and a urine drug screen.

### **New Mexico Department of Health (NMDOH) Background/Fingerprints**

The NMDOH background check/fingerprints are completed electronically. The student will either receive the NMDOH form via NMSU email, or it can be found in Project Concert. The student is required to fill out the document and upload it to Project Concert along with a copy of a valid form of government ID. Once these documents are received, the information is entered into the New Mexico Department of Health Caregivers Criminal History Screening Program (CCHSP) website by the Clinical Placement and

Compliance Coordinator or designated staff. The student will be sent an email which contains an Authorization to Fingerprint with instructions on how to register, pay, and schedule an appointment through a local company.

### **SurScan Drug Screening Process for Students**

A negative drug screening test is required for students to participate in practicum/clinical experiences within most health agencies. All in-coming nursing students are required to have a 10-panel drug screen completed by the expiration date listed in Project Concert. A repeat drug screening test will be required every year thereafter while the student is enrolled as a pre-licensure nursing student at NMSU. Any student with a positive drug screening result will be required to meet with the Clinical Placement and Compliance Coordinator. Positive drug screening results may result in the forfeiture of admission or continuation in the nursing program. The NMSU School of Nursing reserves the right to request a random drug screen.

Each student has a link in their Project Concert account called SurScan where they can obtain their order for a 10-panel drug screen. Students should click on the link and follow the directions. Once this step is complete, the order goes into a queue. It may take up to 10 days before receiving notice of a time to schedule a random drug test. The student is responsible for following through with the drug screening test and the results will come directly to the Student Program Coordinator for Clinical Compliance. If the student has not received correspondence from SurScan within 10 business days, they are to contact SurScan directly and speak with a representative. School of Nursing staff cannot access student accounts with SureScan.

### **Special Clinical Clearance Instructions**

Documentation of clinical clearance requirements, including immunizations, is due on the date assigned in Project Concert. Students will upload all immunization documentation into their Project Concert account. Project Concert will be the primary source for sending reminders of upcoming requirements. The ultimate responsibility to remain in compliance with clinical requirements is with the student. Failure to maintain compliance with clinical clearance requirements can prohibit a student from participating in clinical courses or other clinical experiences.

Each student's clinical clearance information must be current and continuous through the end of each semester. For example, for fall semesters, tuberculosis screening results cannot expire before December 1<sup>st</sup> or the student is not considered "clinically cleared" and will not be allowed to attend clinical learning experiences for the entire semester. Once documentation is reviewed, accepted, and status is compliant, a new expiration date will be set in Project Concert, so that the student will know what needs to be completed and the next expiration date.

## Yearly Requirements

- Tuberculosis screening
- Drug Screen
- Background check/NM DOH Fingerprinting-\*(Please upload into Project Concert your government issued ID and the NMDOH Form) \*
- Hospital orientations (MMC and El Paso Community Wide Orientation).
- Influenza (Flu)-(Due each fall by October 1<sup>st</sup>)

## CPR Certification (Required every 2 years)

Nurses and student nurses must be certified for cardiopulmonary resuscitation (CPR) for Basic Life Support for Health Care Providers. The NMSU School of Nursing will only accept the American Heart Association (AHA) 2-year BLS certification. CPR certifications must include a “hands-on” check-off component supervised by a qualified CPR instructor. Online CPR certifications that do not include this component will not be accepted. It is the student’s responsibility to ensure that their CPR certifications remain current and it cannot have an expiration date that occurs during clinical rotations. It is best to complete CPR certification/re-certification before the semester begins. A student will be pulled from required clinical experiences if the CPR certification expires and be unable to continue for the remainder of the semester. This will result in a clinical course failure and be addressed per the SON course failure policies.

In the Las Cruces area, classes for the AHA CPR certification can be scheduled through EMS Region II, please contact them, 575-524-2167. In the El Paso area, AHA BLS classes can be scheduled through El Paso-CPR (<http://www.elpaso-cpr.com/>). Students can search online to find AHA BLS courses in their region.

## Immunization/Titers

Every student is required to maintain current documentation of immunity against specific communicable diseases. Appropriate documentation must include specific dates. Immunization records provide documentation of each students’ immunization status. Titers determines a students’ level of immunity. Titer results will be reviewed by the Clinical Placement and Compliance Coordinator to determine whether a student needs an immunization. Students should not go and get immunized until notified by the SON.

## Required Documents to be Uploaded – Due by Expiration Date in Project Concert

### Tuberculosis

QuantiFERON Gold TB test is done yearly, with follow-up, as necessary. The results document must indicate the date of the test and the result.

If a PPD test is positive, the student must have had a chest x-ray performed within the last year. A copy of the chest x-ray reading (not the actual film) must be submitted as part of clinical clearances. Every year after that, the student will need to submit a brief screening questionnaire that is available from the Clinical Clearance Coordinator.

(NOTE: BCG is a vaccine sometimes given to children. It confers some degree of immunity for only 5 years. By adulthood, it will usually not provoke a significant PPD response and should not be used to explain a positive PPD without further testing. Students who received BCG as children should also have a PPD.)

### Titers

Titers are blood tests that check for the level of antibodies in the blood for specific diseases. BSN students must provide positive titer documentation for Measles, Mumps, and Rubella (MMR), Hepatitis-B (Hep-B), and Chicken Pox (Varicella). History of disease or immunizations alone do not fulfill this requirement. Titers must be reviewed by the BSN Clinical Compliance Office before you are instructed to get any immunizations.

1. MMR\*: Previous record of 2 doses of the Measles (Rubeola), Mumps, & Rubella (MMR) vaccine that are at least 28 days apart (if born before 1957, then 1 dose) AND a positive titer to each virus dated at least 30 days after the last immunization. Note: Agencies/units require titers for all.
2. Hepatitis B: Previous record of Hep-B immunization include EITHER a 3-shot series of the vaccine with any of these brand names: Energix B, Recombivax HB, or Twinrix (usually the 2nd is given 1 month after the 1st vaccine and the 3rd is given 4-6 months later). OR a 2-shot series under the brand name Heplisav-B (usually the 2nd is given 1 month after the 1st vaccine), AND a positive titer dated at least 30 days after the final immunization.

Note: Students can begin the semester with 1 or 2 vaccines and then complete the series later. The student must communicate scheduled dates to the Student Program Coordinator for Clinical Compliance.

3. Varicella: Previous immunization records for adults: 2 vaccines that are at least 28 days apart; OR 1 vaccine given before 13 years of age; AND a positive titer dated at least 30 days after the final immunization.

Note: Neither MMR/Varicella immunization can be given to a woman who is pregnant or who is likely to become pregnant within 1 month of immunization. **If you are pregnant or believe you might be pregnant, please contact your healthcare provider before receiving vaccinations.**

### Other Immunizations

1. TDaP: Tetanus-Diphtheria-Pertussis immunization (TDaP) (must be within the last 10 years and must contain one dose of Pertussis as an adult). TDaP is one time then a follow-up booster of TD every 10 years.
2. Influenza: (seasonal flu) must be administered in the fall of the current year. This must be accomplished by October 1st yearly. Incoming students for the 2023 Fall semester must complete this requirement by October 1, 2023.
3. COVID-19: Vaccinations against COVID-19 are required for all incoming BSN students that started in January 2022. Provide record of being fully vaccinated. If you are not vaccinated, please submit your medical exemption.

### Online Hospital Orientations

BSN students must complete the yearly online community wide orientation for El Paso and the individual facility sites in Las Cruces. The student will complete these orientations and upload the certificates of completion to Project Concert.

1. Memorial Medical Center (MMC)
  - a. <https://www.mmclc.org/students-and-contract-affiliates>
  - b. \*\*\*Scroll to the bottom of the page, under ONLINE ORIENTATION, click the link for LifeTalent and create new user, Insert the date you complete the orientation as hire date; for department enter non-employee department and your title is student. Search for 2021 Student Travelers Orientation and enroll for course completion.
2. El Paso Communitywide Online Orientation
  - a. <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation>

## Health Insurance

Students are required to submit proof of personal health insurance coverage. If you would like information regarding student insurance coverage, please visit <https://wellness.nmsu.edu/healthcare%20services/student-health-insurance.html> to obtain coverage.

## **Clinical Compliance and Clearance Personnel**

Communication is key to clinical clearance success. Students requiring assistance can contact the following individuals.

### *Student Program Coordinator – Clinical Compliance*

Adrianna Sanchez

575-646-3179 or [asanch14@nmsu.edu](mailto:asanch14@nmsu.edu)

Open Office Hours HSS 102G 0900-1100 Tuesdays and Thursdays

### *Clinical Placement and Compliance Coordinator*

Dr. Nikki May

575-646-3391 or [nmay0312@nmsu.edu](mailto:nmay0312@nmsu.edu)

Emails and voicemails will be responded to within 48 hours (during business hours) unless otherwise stated.

## **LIABILITY INSURANCE**

The Risk Management Division of the State of New Mexico provides students with comprehensive liability insurance while performing duties in their student nurse role. Duties are defined as skills and tasks outlined in the NMNEC curriculum and authorized by the SON and University. There is no liability coverage when performing unauthorized duties or duties in a non-student role.

## **STUDENTS WITH BLOOD BORNE VIRUSES**

Students with documented positive tests for Hepatitis B, Hepatitis C, HIV, ARC or AIDS may care for patients after receiving clearance by their physicians, and the relevant health care facility has been notified in writing the student (and approved by the agency). A physician's clearance must be on file for each student who has one of the above stated conditions.

Students cannot work in care areas where they could transmit disease to its clients or co-workers. Risk of transmission would exist where there is trauma to the patient that would provide a portal of entry for the virus such as during invasive procedures, surgery or treatment of open wounds when a needle stick, scalpel wound, or open lesion in the infected student could result in transfer of blood or serous fluid to the open tissue of the patient.

Students with carrier state or chronic Hepatitis B, Hepatitis C, HIV+, ARC, or AIDS must do the following when assigned to clinical areas:

1. Adhere to the existing policies of the institution regarding infection prevention at all times.
2. Use proper hand washing technique and gloves when working with clients/patients.
3. Inform faculty for alternate clinical assignment if exudative lesions or weeping dermatitis are present.
4. Avoid an assignment to renal dialysis units.



## **UNUSUAL OCCURRENCES**

The Unusual Occurrence Form is used to document unforeseen occurrences that occur involving students, faculty, and/or patients during the time a student is participating in a nursing class or clinical experience. Accountability for unusual occurrences (i.e., medication errors, needle sticks, accidents, injury etc.) must be recorded for protection of all parties involved (i.e., student, patient, faculty, staff, etc.). The student should inform their faculty immediately of any unusual occurrence involving students and a patient, family member, or staff person in a clinical facility. The faculty will provide guidance on what to do next and how to complete a NMSU Unusual Occurrence Form.

The Unusual Occurrence Form can be found on the BSN Virtual Advising Canvas course and is filled out initially by the person (student or faculty) who was primarily involved in the Unusual Occurrence. The form should be filled out as soon as possible after the event occurs. The signed form is passed on to the faculty for additional documentation and signatures and then forwarded to the Associate Director for the Undergraduate Program. Staff at a clinical setting may also be required to complete an Occurrence Report for their facility and might need information from a student.

## **PATIENT/CLIENT PRIVACY AND CONFIDENTIALITY**

It is the responsibility of every student nurse to safeguard patient, resident, or client rights to confidentiality in all aspects of care. The patient, resident, or client determines the degree of self-disclosure and to whom. One's nursing practice must honor the element of trust given by patients and clients as they share potentially vulnerable aspects of their lives.

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

HIPAA is a federal law. Penalties for wrongful disclosure can result in fines and/or imprisonment. Students will be required to sign a document that states that they have

read and understand the HIPAA Regulations as it applies to patient/client privacy issues. Students should consult with their clinical instructor about any questions or concerns regarding patient/client privacy.

What does this mean for the nursing student? To protect patient/client privacy, any personal identifying information must not be included on a student's documents or assignment pages that are uploaded for grading. Identifying information includes the patient's name, initials, room number, address, phone number, social security number, or other identifying information. Students also may not duplicate and remove any personal or healthcare records from any clinical agency (i.e., photocopies or screen shots of lab work, diagnostic reports, medication records, etc.). Students should not take photos or audio- or video-record any activity in clinical settings. Printed or handwritten documents used during the clinical experience should be carefully stored, shredded or disposed of in the appropriate receptacle when no longer needed to prevent unintentional circulation of confidential patient information. Confidentiality and privacy also include oral communication which extend beyond the need-to-know for treatment and/or educational purposes.

Elements of patient, resident, or client information can be discussed only within the realm of the appropriate clinical/educational settings (i.e., planning conferences, post clinical conferences, classroom seminar). It is a serious breach of confidentiality to discuss information outside of these areas with family, friends, or on social media sites.

Many clinical agencies will require students to sign confidentiality statements prior to participating in clinical experiences at their facility. These documents may be part of clinical packets provided to students by the SON. The absence of a specific signed document related to HIPAA does not mean that HIPAA guidelines are not followed.

A student nurse who breaches privacy or confidentiality is subject to disciplinary action, which could include clinical probation or dismissal from the program.

## UNSAFE BEHAVIOR OR PRIVACY VIOLATIONS IN THE CLINICAL SETTING

A report or observation of unsafe behavior or Health Insurance Portability & Accountability Act (HIPAA) violation in the clinical setting may be grounds for immediate removal from clinical activities. An inquiry into the reported incident will be conducted by the relevant clinical faculty with information shared with the Faculty of Record in the course (i.e., the course lead) and the Associate Director for the Undergraduate Programs. The clinical agency may also require incident reporting to the clinical agency. The outcome of the inquiry could result in clearance of the concern or disciplinary action, which could include a memo of concern, clinical probation, immediate failure of the clinical course or dismissal from the program, depending on the severity of the incident.

### Guidelines for Determining Unsafe Clinical Practice

Unsafe clinical behavior includes, but is not limited to, the following:

1. Violates or threatens the physical safety of the patient.  
e.g., neglects use of side rails or restraints; provides food or liquid to a patient who is NPO; comes unprepared to clinical
2. Violates or threatens the psychological safety of the patient.  
e.g., uses nontherapeutic techniques repeatedly in interactions; attacks/derogates individual's beliefs or values
3. Violates or threatens the microbiological safety of the patient.  
e.g., unrecognized violation of aseptic technique; failure to perform sterile procedures such as dressing changes appropriately
4. Violates or threatens the chemical safety of the patient.  
e.g., violates the "6 Rights in Administering Medications"; fails to monitor IV infusions safely (count drops, know micro-macro drip ratio, etc.)
5. Violates or threatens the thermal safety of the patient.  
e.g., burns patient with hot packs, heating lamp; fails to observe safety precautions
6. Violates or threatens the environmental safety of the patient  
e.g., fails to leave patient's room in order; fails to remove harmful or hazardous objects from room (including personal medications)
7. Inadequately and/or inaccurately utilizes the nursing process.  
e.g., fails to observe and/or report critical data relating to patients/clients/families; makes repeated faulty judgments/decisions in nursing situations

*Continued on next page*

8. Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical functions.  
e.g., fails to seek guidance or instructions in the performance of unfamiliar procedures
9. Assumes inappropriate independence in action or decisions.  
e.g., performs skills or competencies not taught; fails to seek help in emergency situations
10. Fails to recognize own limitations, incompetence, and/or legal responsibilities.  
e.g., refuses to admit errors noted by instructor/nursing staff; cannot identify own legal responsibility in specific nursing situation; becomes defensive when corrected
11. Fails to accept legal responsibility for his/her own actions.  
e.g., covers own/other's errors or fails to report them
12. Fails to interact effectively with health team.  
e.g., attitude adversely affects the patient; fails to recall/share necessary information with team; personality conflicts interfere with the efficient functioning of the unit/team

## **UNIFORM DRESS CODE**

The uniform dress code is designed for students to maintain consistency in their attire and is considered appropriate for clinical activities in today's healthcare environments. When representing the NMSU School of Nursing in a variety of clinical settings, students must adhere to the dress code as outlined by the SON. Students are required to wear the full uniform for clinical courses scheduled in classrooms, Skills Labs, Simulation Labs, or at a healthcare area/facility). Students do not need to wear the uniform for didactic/non-clinical courses. Although not required, some students purchase two sets of uniforms for clinical experiences. Certain clinicals may be scheduled two days a week or two days in a row, making it necessary to wash uniforms more frequently.

## **Name Tags**

The SON will provide all Level 1 students a name tag that reflects the students' legal name (first and last name) used for university registration. The student nametag is worn on the uniform on the top right or left side of the chest at every clinical situation/activity. Students who lose a name tag or have a legal name change can have a new nametag ordered. The student is responsible for covering the cost of the replacement nametag. (If a student has had a legal name change, they must make sure all records are updated with the University first before the SON will place an order for a replacement. The student can contact the NMSU Registrar's Office for instructions on what documents are required to update university records.) To initiate an order for a new nametag, the

student should contact the Student Program Coordinator for Clinical Clearances (Ms. Adrianna Sanchez at [asanch14@nmsu.edu](mailto:asanch14@nmsu.edu) or 575-646-3179). The Student Program Coordinator will contact the local vendor, Cruces Trophy & Awards, Inc. to provide the student's name and verify enrollment in the nursing program. The vendor will create an order and email it to the student for payment in advance. Once the payment is received, the vendor will proceed with making a new nametag and notify the student when it is ready for pick-up at their store (1408 Idaho Ave. Las Cruces, NM 88001, 575-522-0426).

The SON uniform and/or name tag should not be worn by any student or other person working as a paid employee or volunteer at a hospital or other healthcare agency, when volunteering at an activity not associated with the SON, or when engaging in activities on personal time such as eating out, shopping, visiting family/friends in a healthcare agency, etc.

### **Clinical Agency Identification Badges**

Some clinical facilities will issue the student a student Identification Badge that is to be worn when participating in clinical experiences at their facility. Clinical faculty will provide specific instructions on when and how students obtain and return the badge. It is the student's responsibility to be appropriately dressed when visiting clinical agencies, whether it is for an assigned clinical experience or when going to pick up or return the identification badge from the Human Resources department. A student is not required to wear the school uniform to pick up their identification badge, but must wear appropriate business casual clothes. Jeans, shorts, athletic wear, mini- skirts, sleeveless tops, and uniforms/nametags from other healthcare facilities are examples of clothing that is unacceptable in healthcare settings. Bare legs and open-toed shoes are also not appropriate when visiting a healthcare facility. Students may be denied access if not dressed appropriately. Any student who does not have appropriate business casual clothing can wear their full uniform. Both options require the student to wear their SON BSN Student nametag.

Clinical facilities may impose penalties related to lost or unreturned identification badges. These requirements may involve the student covering the cost of the lost/misplaced badge or not being permitted to go to their facility.

The facility ID Badge is worn in addition to the SON Name Badge. A student should have appropriate identification badges/nametags fully visible throughout their time in the facility for identification and security reasons. If the student does not have the correct identification, facility personnel or clinical faculty may ask the student to leave and the student will not get credit for missing the clinical assignment. The absence would be considered an Unexcused Absence.

## Uniform

Students are expected to be in full uniform for every clinical course experience unless otherwise instructed by clinical faculty. Students not adhering to the uniform policy on any assigned clinical day will not be permitted in the clinical area and may be asked to leave facility, resulting in an Unexcused Absence.

The NMSU Student Nurse uniform consists of the following and can be purchased from a uniform store or an online site of the student's preference. Students who have specific circumstances that do not align with the stated uniform and dress code options should contact the Clinical Placement and Compliance Coordinator for further discussion.

Brand	Style # - Tops	Style # - Pants
<b>Cherokee Originals</b>	Color - Wine 4700 or 4200 (Women's) 4876 (Men's)	Color – Steel Grey 4000 (Men's and Women's)
<b>Cherokee Revolution</b>	Color – Wine WW620 (Men's and Women's)	Color – Steel Grey WW020 (Men's and Women's cargo pants) WW105 (Women's) WW140 (Men's cargo pants w/ zipper)
<b>Grey's Anatomy</b>	Color - Wine GRST001 (Men's and Women's)	Color – Steel Grey GRSP500 (Men's and Women's)

Confirmed July 2023

## Additional Requirements

1. Tops and Pants: The uniform looks best when the scrub top and the pants are of the same brand/same material. The uniform should be comfortable to move around in when pushing, pulling, lifting, squatting or sitting at a clinical setting. A long or short-sleeve shirt is optional under the uniform scrub top for warmth, or to conceal midriff, chest, or cleavage. The undershirt must be a solid color in white, grey, black, wine (burgundy or maroon) with a round collar and no visible designs or graphics. The hem of the pants should not touch or drag on the floor or ground.
2. Socks: All black crew socks or black hose with no visible designs are necessary to avoid bare skin showing when squatting, bending over, or sitting.
3. Shoes: All black shoes (including soles) that are non-permeable, fluid-resistant (no mesh insets) with closed toes and heels are expected to ensure safety from falls, slips, sharps and bodily fluids. Fabric shoes treated with water-resistant products are not acceptable.
4. Lab Coat: A white lab coat that has a collar, mid-length, with short or long sleeves is optional. Jackets, sweaters, and hoodies, including those with NMSU, Aggies, SON, or Student Nurses' Association logos are not part of the SON uniform. Outerwear can be worn to and from a clinical setting but may not be worn during the clinical shift. Students have an option of wearing a long-sleeved shirt underneath scrub top (see #1 above).

Accessory items needed for clinical experiences (including Skills & Simulation Center labs):

- Bandage scissors
- Pocket-size notebook or paper for notetaking
- Black pens
- Permanent black marker
- Stethoscope (one will be provided by the SON at Level 1 student orientation, but a student may use a personal one)

## **PERSONAL APPEARANCE**

Personal appearance is of significant importance in healthcare. The following are requirements for all nursing students throughout the program:

### **Hair**

- Hair must be clean, well-groomed and worn in a manner that prevents it from falling forward during preparation and performance of client care. Simple hair accessories are acceptable (head bands, clips etc.) but exert caution when choosing as decorative items such as beads or accents could come loose and fall into patient care work areas such as sterile fields, food trays, medications, etc.
- Beards must be trimmed and well-groomed.
- Naturally occurring hair color is best; some facilities may not permit color shades such as pink, purple, blue or green, etc.

### **Nails**

- Fingernails must be clean and short.
- Fingernail polish (including clear top coats), artificial fingernails, and nail tips are not permitted as nail enhancements are associated with carrying higher amounts of pathogenic bacteria and yeast.
- Nail decorations/jewelry are not permitted as they can come loose and fall into patient care work areas such as sterile fields, food trays, medications, etc.

### **Jewelry**

- Wristwatch (one with a second hand) or a smart watch, with bands that are fixed securely on the wrist without gaps; no bracelet watches
- One ring of significance (bands are safer than rings with protruding stones)
- Earrings in the ear lobe only. (No small hoops or dangling earrings of any kind, no earring studs inside ear or in the cartilage on outer ear)
- Visible body piercings in nose, near eyebrows, cheeks or tongue are not acceptable.
- Necklaces that are not acceptable as they can create a safety hazard. If a student insists on not removing a chain and/or pendant, they will need to wear the required shirt under their scrub top to be sure that a chain and/or pendant are not visible the entire clinical day.



## **Tattoos/Body Art**

- Temporary or permanent body art (tattoos), with the exception of permanent hand tattoos, are not permissible and must be covered. Covering hand tattoos with gloves, makeup, or bandages and wraps makes it more difficult to perform frequent and effective hand hygiene.

## **Hygiene**

- Perfume, scented lotions, cologne and aftershave are not permitted in clinical settings as many patients, family members, staff and other students may have allergies or sensitivities.
- Caution should be used when using laundry detergents, hair products (shampoos, hairspray etc.) and deodorants as many can also be scented.

## **Miscellaneous**

- Gum chewing and eating is not permitted in any patient care area in the clinical setting.
- Smoking, vaping and the use of chewing tobacco is not permitted in the clinical settings or on the facility campus.
- Other considerations: some facilities are looking more closely at false eyelashes or extensions as they could come loose and fall into patient care work areas such as sterile fields, food trays, medications, etc. Although not prohibited at this time, consider whether wearing false eyelashes or extensions is necessary for clinical experiences.

Any of our clinical partners may institute additional policies related to dress code, piercings, tattoos, jewelry etc., that students must follow when at those facilities. The School of Nursing will update students with the information as it becomes available and students will be expected to comply.

When wearing the school uniform, students should follow all dress code requirements until the entire clinical day (including post conferences/meeting) is completed and they have left the premises. The student should not remain in uniform to engage in other personal activities following the completion of clinical rotations.

Students who have questions regarding uniform and other requirements should contact the Clinical Placement and Compliance Coordinator, Dr. Nikki May at [nmay0312@nmsu.edu](mailto:nmay0312@nmsu.edu) or 575-646-3991.

## **CLINICAL GROUP ASSIGNMENTS**

Clinical placements, rotation schedules, and clinical group assignments are approved by the Faculty of Record for the clinical course and/or the Clinical Placement and Compliance Coordinator. Clinical group assignments can change to accommodate students, faculty, and agencies. Students should not initiate any schedule or clinical group changes. Any requests for changes should be addressed with the course faculty first. Changes requested after clinical clearance information has been submitted to a facility or after the clinical rotation has already started will be considered on an individual basis by the course faculty and the Clinical Placement and Compliance Coordinator.

## **TRANSPORTATION TO CLINICAL SITES**

Clinical sites, days, and times may vary within a clinical rotation and between different clinical courses. Clinical sites may not be in the same location as the School of Nursing. Students must provide their own transportation to and from clinical sites and cannot rely on faculty to transport them. Students are not permitted to transport patients, residents, clients, or faculty to or from clinical sites.

## **CLINICAL DOCUMENTATION**

Students are to sign their clinical documentation as follows: Student's Name followed by BSN Student Nurse (i.e., Jane Doe, BSN Student Nurse). Abbreviations for student nurse are not to be used (i.e., SN or NS for nursing student).

## **CLINICAL AND LABORATORY ATTENDANCE AND PREPARATION**

Laboratory and clinical experiences are vital components of the educational process in the BSN program. Every scheduled laboratory and clinical day are necessary to achieve course objectives and assure the student of adequate clinical preparation and experience. "Clinical" refers to the laboratory sessions (including simulation) and to assigned experiences at clinical agencies (i.e., hospitals, clinics, wellness centers, schools, home health agencies, support groups, etc.).

Students are expected to be prepared and on time to all laboratory sessions and clinical experiences. If the student is not prepared or arrives too late to engage in clinical activities, the student may be dismissed from the clinical/laboratory experience and receive an unexcused absence for that day.

Students must satisfactorily complete all course requirements as determined by the course instructor. The student will receive a letter grade for the clinical course based on overall clinical performance and graded assignments. Additional information on clinical experiences will be specified in individual course syllabi.

### **Clinical Absence Policy**

A clinical absence pertains to all scheduled clinical experiences (i.e., on-campus laboratory and skills sessions, simulation experiences, off-campus clinical experiences and scheduled clinical conferences). Students are expected to be at all scheduled clinical experiences. It is the student's responsibility to be prepared and dressed appropriately with all necessary equipment and to arrive at the correct time and place. It is the student's responsibility to notify course faculty, prior to the start of the clinical experience, if they are going to be absent/tardy from clinical experiences.

#### Definitions of Excused and Unexcused Absences

1. A clinical absence is defined as "excused" when the student personally notifies the instructor prior to the absence (notification method is at the discretion of the faculty). Examples of excused clinical absences include, but are not limited to: personal illness, family death, unexpected life emergencies. The determination of what constitutes an excused absence is at the discretion of the assigned clinical faculty member. Documentation supporting the excused absence must be presented to the faculty member for inspection, who will record the excused absence and return the documentation to the student.
  2. An unexcused clinical absence is defined as
    - a) a student being absent without prior notification to the instructor facilitating that clinical experience,
    - b) a student who is sent home for being unprepared or violating any policies for participating in clinical experiences,
    - c) tardiness or late arrival that may result in an excused or unexcused absence at the discretion of the clinical instructor.
-

## Consequences of Absences

1. Excused Absences: Prior notification to clinical faculty is useful for avoiding an unexcused or late penalty. However, even excused absences may impact a student's grade for that course. Multiple absences may make it impossible for the student to meet the clinical course requirements and may result in course failure.
2. Unexcused Absences: One unexcused absence results in a 10% reduction of the course grade. More than one unexcused absence results in an "F" for the final course grade.
3. Tardiness: Tardy is defined as more than 5 minutes late to clinical or lab without notification made to the instructor. One incident of tardiness will result in a warning; subsequent incidents may result in an unexcused absence. Patterns of lateness or habitual tardiness will be documented on clinical evaluations as unprofessional behavior.

## Clinical Make-ups

1. Clinical experiences are a requisite part of nursing education. Therefore, all clinical absences, whether excused or unexcused, must be made up. Clinical make-up opportunities are generally made available at the end of the semester and may involve an additional day in the clinical setting or time spent in the lab performing skills and/or simulation. Open Lab may be available for missed laboratory experiences. Please be aware that there is no guarantee that absences > 1 clinical day can be made up.
2. Clinical or lab experiences not made up will be counted as an unexcused absence.
3. Clinical faculty may set a timeframe for the make-up experiences to occur. Students who do not make up the clinical or lab experience within this timeframe will not be able to return to the clinical or lab experience, which may result in course failure.

## Clinical Absences Related to Illness/injury

1. Faculty shall review possible alternatives when a student is absent from the clinical setting due to a minor illness or injury. Students encountering situations that lead to a temporary or permanent disability (i.e., surgery or other situations that do not allow a student to perform the essential functions as listed in the handbook) are advised to contact the Associate Director for the Undergraduate Program and Disability Access Services (DAS) office at the NMSU Main Campus for evaluation. The Associate Director will communicate with faculty and DAS representatives to determine if and when the student can continue with course and clinical activities.

Criteria that can be addressed are:

- a) Clinical objectives
  - b) Student's progress to date
  - c) Anticipated date of return
  - d) Comply with the standards of the clinical agency
  - e) Consideration of Withdrawal or Incomplete is warranted
  - f) Request for continuation when illness, injury, or personal problem is resolved
  - g) Rearrangement of clinical schedule
  - h) Use of other training experiences if possible (cost to be assumed by student)
  - i) Alternate assignment that meets clinical objectives
2. Should a student with an injury or illness not be able to fulfill the scheduled clinical activities at an assigned agency, the clinical instructor, in conjunction with the Faculty of Record and the Associate Director for the Undergraduate Program will determine options based on the individual situation.

Specific abilities are required for certain tasks in order to protect the students and the patients from injury or illness. See "Essential Eligibility Requirements for Participation in the School of Nursing."

### **GRADING IN CLINICAL COURSES**

Clinical performance is graded as Pass/Fail. Failing the clinical performance component of the course will result in a grade of 'F' regardless of the points achieved on other assignments. Passing the clinical component of the course requires that the student achieve a 'Satisfactory' rating on the final NMNEC Summative Clinical Evaluation tool as determined by the clinical instructor. Specifically, the student must achieve a 'Satisfactory' rating on the item 'Met Course Clinical Expectations.' If the clinical experiences occur at more than one site, the student must achieve a 'Satisfactory' rating on the clinical evaluation at each site (if applicable).

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## Clinical Probation

A student may be placed on clinical probation by the BSN Admissions and Progression sub-committee or Associate Director for the Undergraduate program for any of the following reasons:

1. Inability to maintain a grade of at least 77% on clinical assignments or demonstrates unsatisfactory clinical performance at mid-term.
2. Meeting one or more of the criteria listed under Guidelines for Determining Unsafe Clinical Practice (see next section). Based on the seriousness of the unsafe clinical behavior or privacy violation, faculty can recommend immediate removal of a student from a clinical site, which may result in failure of the course. The student will then be referred to the Associate Director for Undergraduate Programs, who will then make a recommendation to the SON Director regarding retention or program dismissal.

Written notification of any probationary status shall be given to the student. During the probationary period, the faculty member and student will meet on a weekly basis to evaluate progress toward meeting conditions of probation. Each week the student will be reevaluated, and the probationary status will be removed or continued. A student who does not meet the conditions of probation will not be allowed to continue clinical practice and will receive a failing grade for the course.

## **OPEN SKILLS LABORATORY**

The School of Nursing maintains an “Open Lab” schedule for students to practice nursing skills on their own or with assistance from a graduate assistant, nursing lab tutor, or a faculty member. The lab serves as a resource center for practicing skills learned in nursing classes and is open to any student registered with the NMSU Nursing Program. Students may also be referred to the lab by nursing faculty when a need to enhance skills or to repeat or make up a specific skill return demonstration (form posted in the BSN Virtual Advising Canvas course).

## **LABORATORY EQUIPMENT CHECK-OUT POLICY**

1. Select laboratory equipment may be checked out by students during designated laboratory hours from the laboratory supervisor and/or laboratory assistant and must be returned in check-out condition during designated lab hours.
2. If the item is not returned or is not returned in check-out condition, the faculty or student will be responsible for replacing the specified item at a fair and reasonable cost.
3. The student may have grades withheld until the debt is paid.

4. The lab supervisor and supervising faculty will be responsible for maintaining a tracking system for identifying items not returned and a list of items not returned in check-out condition and the name of the individual responsible for items.

### ESSENTIAL FUNCTIONS FOR PARTICIPATION IN THE BSN PROGRAM

American Disability Association (ADA) guidelines apply to all qualified disabled persons. A qualified disabled person is a person with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in programs or activities provided by a public entity and who can perform the "essential functions" of the position.

Any student who, because of a disabling condition, may require accommodations in order to meet course or program requirements should contact NMSU [Disability Access Services](#) and the Associate Director for the Undergraduate Program to discuss their needs and/or request an accommodation.

The following essential eligibility requirements for participation in the BSN program and examples of necessary activities (not all inclusive) should be used to assist each applicant/student in determining whether accommodations or modifications are necessary.

ESSENTIAL FUNCTIONS	EXAMPLES OF NECESSARY ACTIVITIES
Critical thinking abilities sufficient for clinical judgment.	Identify cause/effect relationships in clinical situation; develop nursing care plans.
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/families and colleagues.
Communication abilities sufficient for interactions with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Abilities sufficient to move from room to room and to maneuver in small places.	Move around in patients' rooms, work spaces, and treatment areas, and administer cardio-pulmonary resuscitation.
Abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients. Safely lift and move clients/patients.

Abilities sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Abilities sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses.
Abilities sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.

## **MARIJUANA USE**

Students who test positive for marijuana are unable to continue in a clinical placement, which will affect their status in the BSN program. A student who has a prescription for Medical Marijuana and tests positive for marijuana will also be ineligible to participate in clinical placement due to the federal restriction on the use of marijuana. While the use of Medical Marijuana is permitted in New Mexico, marijuana remains classified as a controlled substance under federal law and its use, possession, and/or cultivation at educational institutions remains prohibited.

## **STUDENTS WITH LATEX ALLERGY AND/OR SENSITIVITY**

The SON recognizes that latex sensitivity and allergic reactions are becoming increasingly common in the nursing profession, and that a latex allergy can develop without warning. The School of Nursing has endeavored to limit the presence of latex in the Skills and Simulation Center, however, there continues to be a risk of potential exposure when participating in skills and simulation activities in the lab.

The following guidelines were developed to address the issue of latex allergy/sensitivities that may be experienced by students in the Nursing Program.

1. A student who has, or who acquires, a latex sensitivity/allergy while enrolled in the Nursing Program shall schedule a meeting with the Clinical Placement and Compliance Coordinator upon entry to the program, or after determination of the presence of the allergy/sensitivity. At this meeting, the following latex safety guidelines will be reviewed with the student:
  - Students with latex sensitivity/allergy are advised that there is a reasonable possibility that notwithstanding the precautions that are taken by the School of Nursing to limit the presence of latex in the Skills and Simulation Center that will



be some exposure to latex. Students who are enrolled in the BSN program are prepared to accept that risk.

- Students with latex sensitivity/allergy are advised that repeated and continued exposure to latex over time could cause increased severity of allergic/sensitivity reactions. This could escalate to the point where the student can no longer safely participate in the Nursing Program.
  - Known latex-containing materials in the School of Nursing Skills and Simulation Center (see table on p. for examples of items with latex and alternatives).
2. Students with latex sensitivity/allergy notify their laboratory, simulation, and/or clinical instructors prior to the start of each course.
  3. Students with latex sensitivity/allergy will be encouraged to wear a Medic Alert bracelet at all times when in the SON Skills and Simulation lab identifying that she/he has a latex allergy.
  4. Students with latex sensitivity/allergy are responsible for bringing their emergency and allergy medications to laboratory, simulation, or clinical experience site or other location where there is a risk of exposure to latex-containing products.
  5. Manikins and equipment that contain latex will not be removed from the labs/classrooms. Latex sensitive/allergic students shall be given non-latex gloves and an appropriate mask, as required, to minimize the risk of exposure to the latex.
  6. Faculty will make every effort to work with the student's clinical site to address the students' needs regarding latex allergy. Although the policy/practice of the host institution shall take precedence, the School of Nursing will make every effort to work out a solution to ensure students are in the safest environment possible.

## Latex in the Laboratory Environment

Frequently Contain Latex	Alternatives or Suggestions
Airway Management Supplies (trach fasteners, tubes, and connectors)	Use latex-free options where available, wear latex-free gloves.
Band-Aids	Use latex-free options or sterile dressing with plastic tape
Blood Pressure Cuffs	Receiving: Use BP Cuff over clothing or stockinet Taking: Wear latex-free gloves
Catheters, indwelling	Silicone catheters
Catheters, straight	Plastic or Silicone
Condom Catheters and extension tubing	Use latex-free options where available, wear latex-free gloves.
Crutches – axillary, hand pads	Cover with cloth
Dressing – micropore	Tegaderm
EKG Electrodes	Use latex-free options where available, wear latex-free gloves.
Elastic bandages, Ace wrap	TEDS
Endotracheal Tubes	Use latex-free options where available, wear latex-free gloves.
Face Masks (some straps may contain latex)	Use latex-free option where available.
Female Wick Catheter	Use latex-free options where available, wear latex-free gloves.
Gloves	Latex-free
Heparin/Saline lock	Stop cock to inject medications
IV tubing, injection ports	Use latex-free tubing, cover Y-sites or do not use
Mannequins	Wear gloves and masks when using
Medication vials	Remove latex stopper
Nasopharyngeal Tubes	Use latex-free options where available, wear latex-free gloves.
Oropharyngeal Tubes	Use latex-free options where available, wear latex-free gloves.
PEG Tubes	Use latex-free options where available, wear latex-free gloves.
Stethoscope tubing	Cover with cotton sheath
Suction tubing	Use latex-free tubing, wear gloves
Syringes	Bard syringes. The plunger on many syringes contains latex
Tape-cloth adhesive	Use plastic or silk tape
Tourniquet	Cover with cloth
Wound Care Drains (Hemovac, JP Drain, Penrose)	Wear latex-free gloves while handling.

## TECHNOLOGY REQUIREMENTS AND POLICIES

The SON uses a variety of technologies to facilitate learning. Faculty and instructional resource personnel are available to support learning needs.

### COMPUTERS FOR STUDENT USE

A computer work center is located in Hardman-Jacobs Undergraduate Learning Center. These computers, which are fully networked and have word processing and some have statistical capabilities, are available for student use. Hours of availability are posted in the building of the computer labs in Hardman-Jacobs Undergraduate Learning Center (HJLC). In addition, there are a number of computer clusters on campus with liberal access times that can be used by students. Please visit the Student Technology website for more information on schedules and availability, <http://studenttech.nmsu.edu/>.

### SMART MOBILE DEVICES AND LAPTOPS

Students admitted to the BSN program are required to obtain an iPad or laptop computer for downloading reference books, some textbooks, and test taking. iPhones or iPads are "Smart Mobile Devices" that students can use in didactic and clinical courses to look up information related to patient care. Students may also bring a laptop to the classroom. Students will receive more information on these devices' use at the Level 1 nursing school orientation. Rental equipment is available through the NMSU ICT department. Please visit <https://studenttech.nmsu.edu/equiprental.html> for more information.

### CANVAS LEARNING MANAGEMENT SYSTEM

NMSU BSN courses require the use of Canvas Learning Management System (LMS). The following is a list of the requirements needed to access Canvas.

Access to a computer with a high-speed internet connection is required. All incoming students are required to have an iPad or laptop computer to allow for computer-based testing using ExamSoft or via Canvas.

- A web browser that supports the Canvas learning management system (<http://studenttech.nmsu.edu/faqs-for-students/>)
- A current version of JAVA ([www.java.com](http://www.java.com))
- Microsoft Office 2010 or higher (for documents and presentations)
- Both PC and Mac environments are supported at NMSU
- Adobe Reader (for opening PDF files at [www.adobe.com](http://www.adobe.com))

NMSU's Office of Information & Communication Technologies (ICT) Customer Service Center is equipped to deal with your information technology and telecommunications needs at NMSU. Please feel free to contact them at 646-1840 or via e-mail at [help@nmsu.edu](mailto:help@nmsu.edu) or visit them at <http://help.nmsu.edu/> for hours of operation. The ICT Office has developed a [Student Technology Help](#) web page with information on NMSU Technology requirements and services.

### **Canvas Resources**

- NMSU Canvas Login and information website: <http://learning.nmsu.edu/canvas/>
- Videos tutorials on Canvas tools: <http://studenttech.nmsu.edu/learnnmsuedu/>

### **COMMUNICATION**

The NMSU email system is the official communication avenue for the School of Nursing. Faculty, staff, and students have an email account (@nmsu.edu) on the university's centralized mail server. Web access to e-mail is available when you log in to [My.NMSU.edu](#). Email sent to our central server can also be redirected to any other existing email accounts on or off campus.

The SON sends all correspondence through the NMSU email addresses, and all course related correspondence will be through the Canvas course site. Students are expected to read their E-mail on a regular basis (at least 3-4 times a week), as important information is communicated in this fashion and there are a number of postings that are of interest to students. Students can also download the Outlook Mail app to access their NMSU email from their phone.

For problems setting up an account or issues with your NMSU email, call the Help Desk at 575-646-1840

NOTE: You can use the 'Notifications' feature in Canvas to receive course notifications (e.g., Canvas emails, announcements, grades posted, etc.) forwarded to your email address. Please see the [Canvas Student Guide](#) to learn how to set up this function.

## **PHOTO/VIDEO CONSENT**

Photographs and video images of students in NMSU's School of Nursing are often taken for the purpose of celebrating student achievement, promoting the School of Nursing, and sharing educational program information with the community. Being videotaped and photographed by the School of Nursing is optional and students may choose to either consent to or opt out of image taking and sharing.

The consent form, found in BSN Virtual Advising Canvas course is signed when you are accepted into the School of Nursing as a Level 1 student. This consent will be uploaded into the School of Nursing's approved tracking system and will remain in effect for the entire time you are enrolled in the program. If at any time you wish to opt out, please complete and submit a new consent form.

## **USE OF MOBILE PHONES AND COMPUTERS DURING CLASS, LABS AND CLINICAL EXPERIENCES**

Students should not make or receive cellular phone calls or text messages during classes or laboratory times except in emergency situations and after discussion with the involved course instructor. Faculty members may restrict use of computers and other telecommunication devices during class.

## **PHONE CALLS AND MESSAGES**

Emergency calls and messages can be accepted for students in the Nursing office 575-646-3812. It is the student's responsibility to keep contact information current.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Students have a right to a sound education:<sup>1</sup>
  - a right to and a responsibility for having a creative educational opportunity;
  - a right to and a responsibility for having the highest quality practitioner-teacher;
  - a right to and a responsibility for achieving input into curriculum planning;
  - a right to and a responsibility for achieving self-directed learning;
  - a right to and a responsibility for achieving equal participation in all areas of clinical practice;
  - a right to and a responsibility for participating in interdisciplinary activities;
2. Students have a right to due process:
  - a right to and a responsibility for ensuring peer review and self-evaluation.
3. Students have all the rights and privileges of internal governance.
4. Students have a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals:
  - a right to and a responsibility for facilitating change in health care delivery through various channels;
  - a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns; a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
  - a right to and a responsibility for fostering a better correlation between nursing education and practice.

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<sup>1</sup>National Student Nurses' Association Bylaws, Amended April 2002.

## ETHICS

Nursing students have a special concern with ethical standards because of the unique demands of nursing practice. The following guiding principles are from the American Nurses Association, Code for Ethics for Nurses with Interpretive Statements.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, as the nature of health problems.
2. The nurse's primary commitment is to the patient whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development. The nurse educator is responsible for promoting and maintaining optimum standards of both nursing education and of nursing practice in any setting where planned learning activities
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for sharing social policy.

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, 2001.

## SCHOOL OF NURSING CIVILITY AND INCIVILITY POLICY

New Mexico State University School of Nursing faculty, staff and students are held to the highest standard of ethical and professional behavior in and out of the clinical setting. The School of Nursing supports the American Nurses Association Position Statement on Incivility, Bullying and Workplace Violence (ANA, 2015) Code of Ethics. We strive to foster a culture and environment of civility and kindness, treating colleagues, coworkers, employees, students and faculty with mutual dignity and respect. To that end, acts of incivility, bullying, or cyberbullying as further described in [NMSU ARP 3.8 Prohibition of Bullying, Hazing, and Hostile Misconduct](#) (non-discriminatory), will not be tolerated. Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the classroom community or clinical setting. This includes all forms of disrespect or disregard for instruction, the instructor, or a fellow student. Any act or omission committed that causes intimidation, emotional distress, or other harm is prohibited. Regardless of how it is carried out (e.g., verbally, physically, through third parties, or using social media or other electronic or technological means), bullying and incivility is prohibited. A report of misconduct or infringement of this policy or the student code of conduct could lead to disciplinary action including but not limited to verbal documented warning, written warning, disciplinary probation, educational self-awareness programs, probation, or dismissal from BSN program as detailed in [ARP 5.25 – SSCC Consequences for Violation](#). Violation of federal, state, and local laws, if applicable, may be reported to law enforcement.

To report acts of incivility, students should first notify the faculty in charge of the classroom or clinical setting they are attending. Students should notify the Associate Director for the Undergraduate Program if incivility is not resolved or escalates. Everyone should feel safe on campus.

Refer to resources available at New Mexico State University:

- [Aggie Health and Wellness- Helping Students in Distress](#)
- [Aggie Health and Wellness- If you are experiencing a crisis](#)
- [NMSU Incidents, Concerns, and Complaints Reporting Form](#)



## **RECOGNITION CEREMONY DRESS CODE**

At the end of each Fall and Spring semester, the School of Nursing sponsors a Recognition Ceremony for graduates of each educational program offered (BSN, MSN, DNP, post graduate certificates and PhD graduates). This solemn and auspicious occasion honors the notable accomplishments and academic achievements of the students. The dress code for this ceremony will be commencement regalia. Instructions will be provided at the time of preparation for the Recognition Ceremony.

## **EMERGENCY ACTION PLAN**

The Emergency Action Plan for Health and Social Services and School of Nursing is available and posted in the College of Health and Social Services, Room 310 (updated September 3, 2015). Please take time to review emergency information in School of Nursing Room 110. NMSU Emergency Phone Numbers, weather, and other information can be found at <https://emergencyplanning.nmsu.edu/>.

## **STUDENT ORGANIZATIONS**

### **STUDENT NURSES' ASSOCIATION (SNA)**

The NMSU Student Nurses' Association's purpose is to:

1. Assume responsibility for contributing to nursing education.
2. To provide the highest quality of health care.
3. To provide programs reflective of current professional interests and concerns.
4. To aid the development of the whole person, the professional role, and the health care of people.

Participation in the association prepares students for future professional involvement. Meetings are held regularly, and all students are encouraged to join. Annual dues entitle students to membership in the state and national association and to the organization's journal. Review the SNA website for current information.

## SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

The Nursing Honor Society at New Mexico State was established in 1991 as the first phase in establishing a chapter of Sigma Theta Tau, International (STTI). Sigma Theta Tau, International is the primary organization in nursing devoted to scholarship and academic advancement (<http://www.nursingsociety.org/>). On April 30, 2000, the nursing honor society at NMSU was chartered as the Pi Omega Chapter of STTI.

The purposes of STTI are:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.

To be eligible for membership in STTI, candidates must have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or achievement in the field of nursing. One category of candidates for membership is students who have completed at least one-half of the required nursing components in a Commission on Collegiate Nursing Education (CCNE) accredited baccalaureate program. BSN students who are selected to membership shall rank not lower than the highest 35% of their class in scholarship; the number of students from one class shall not exceed one-third of the total number expected to graduate from that class.

Eligible students are recommended by faculty councilors. The student then must apply and be selected for membership in the local chapter, Pi Omega of Sigma Theta Tau, International. New members are selected and inducted annually at the end of Spring Semester. Student are invited from cohorts expected to graduate from Spring, Summer, and Fall semesters of the current calendar year.

## ADDITIONAL UNIVERSITY POLICIES AND RESOURCES

### STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) addresses issues relating to disabilities (permanent or temporary) and can offer accommodations following an evaluation of student needs. If a student has any disability, medical condition, or impairment that is creating a barrier to their academic performance, they must self-disclose to the DAS office as soon as possible to begin the accommodation process. BSN Students in the Alamogordo and Grants cohorts must also contact DAS at the NMSU Main Campus. The student should provide personal and healthcare documentation to the DAS representative only, and not to any SON faculty, staff or administrators. The Associate Director of the Undergraduate Program will serve as a liaison between the SON and DAS if questions arise.

### Disability Access Services (DAS)

Corbett Center, Rm. 208

Phone: (575) 646-6840

E-mail: [das@nmsu.edu](mailto:das@nmsu.edu)

Website: <https://das.nmsu.edu/>

### Student Responsibilities

1. Submit an [Academic Accommodation Application](#) or contact DAS to discuss your individual situation as early in the semester as possible. If accommodations are granted, the student and course faculty will be emailed a document that outlines the approved accommodation(s).
2. For exams that will be taken at the DAS testing center, the faculty will upload the exam information into the DAS AIM portal with specified dates and times. In most cases, students should expect to take their exams at the same time as the class.
3. Students must then schedule to take the exam at the DAS testing center. Exam accommodations such as extended time and a quiet environment can only be given at the DAS testing center.
4. Contact the DAS Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered.

## OFFICE OF INSTITUTIONAL EQUITY (OIE)

Pursuant to NMSU Policies, ARP 3.35 and ARP 3.40, NMSU will provide reasonable academic and employment accommodations when requested and if medically necessary as a result of pregnancy, childbirth, adoption, false pregnancy, termination of pregnancy, or recovery from any of these conditions. All students with pregnancy and related conditions should contact the NMSU Office of Institutional Equity (“OIE”) at 575.646.3635 or visit OIE’s website at <https://equity.nmsu.edu/>.

## DISCRIMINATION, SEXUAL HARRASSMENT AND SEXUAL VIOLENCE

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans’ status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more information on discrimination, Title IX or NMSU’s complaint process contact:

Office of Institutional Equity (OIE), O’Loughlin House

Phone: (575) 646-3635

E-mail: [equity@nmsu.edu](mailto:equity@nmsu.edu)

Website: <https://equity.nmsu.edu>

## OTHER NMSU RESOURCES

[NMSU Police Department](#) (575)-646-3311

NMSU Police Victim Services (575)-646-2731

[Aggie Health & Wellness Center](#) (575)-646-1512

[NMSU Counseling Services](#) (575)-646-1512

[NMSU Dean of Students Office](#) (575)-646-1722

For any on campus emergencies call 911

## **NMSU Writing Center**

Students are encouraged to use the [Writing Center](#) to improve their writing skills and the quality of their papers. Currently, the Writing Center is only open for online consultations.

## **Student Services**

NMSU offers a variety of support and services for students. A listing of services is available online at: <http://success.nmsu.edu/>.

## **CHILDREN IN THE ACADEMIC WORKPLACE**

New Mexico State University is a thriving center of education and research which encourages supervised events on campus for children as well as adults. However, the ability to concentrate for extended periods of time is a prerequisite within a healthy academic environment. Students, staff, faculty, and administrators can expect to attend and teach class, or complete work or research in laboratories, libraries, offices, and other workplaces with a minimum of distractions or interruptions. Consequently, the following regulations have been established, and will be enforced by the appropriate dean or administrative supervisor, to ensure that an appropriate academic environment is maintained.

1. Children visiting campus must be closely supervised by an adult at all times.
2. Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
3. Children may not attend a class in session without the prior approval of the class instructor. Children under the care of the instructor may not attend class without the prior approval of the immediate supervisor.
4. Children may, on rare occasions and with the approval of the supervisor, accompany a parent to the workplace. However, the expectation is that parents will make alternate arrangements for the care of their children during normal working hours.
5. Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.